

7 February 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information Services Staff

SUBJECT: ISS Weekly Report (31 January-6 February 1980)

Regulations Control Division

RCD processed 28 regulatory issuances which covered such topics as [redacted] We also responded to many queries and requests. For example, OGC requested all regulations and handbooks since 1970 dealing with outside activities.

Records Management Division

RMD and OGC representatives discussed the possible impact on the Agency of Judge Harold Greene's recent decision enjoining the FBI from disposing of any records until NARS and the FBI submit a new records retention plan and control schedule to the Court. We are in a much better position than the FBI. We give NARS more extensive access to records and make more information available to NARS personnel.

The conversion of DO records for inclusion into the ARCINS system is complete and will be added to the ARCINS data base.

RMD and OC personnel met to discuss OC's implementation of Executive Order 12065 and use of derivative classification markings. OC plans to include source document or classification guide citations after each paragraph when the classification of a paragraph is derived from more than one source. This procedure, as far as we know, is not used anywhere in government, but does not conflict with existing directives.

Classification Review Division

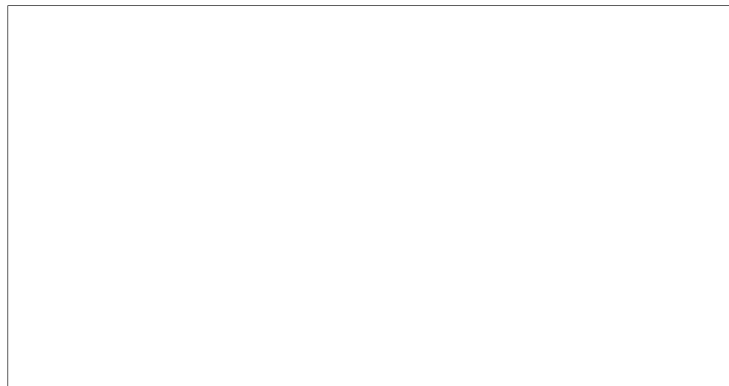
CRD personnel processed approximately 22,000 pages of material and reviewed three manuscripts.

Information and Privacy Division

A separate report is attached.

STAT

Attachment



ADMINISTRATIVE - INTERNAL USE ONLY

7 February 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:
Chief, Information and Privacy Division, ISS

SUBJECT: IPD/ISS Weekly Report (31 January - 6 February)

1.	<u>The Week in Review</u>	<u>31 Jan - 6 Feb</u>	<u>1980 Weekly Average</u>
a.	New cases logged	63	59.8
b.	Cases closed	40	36.6
c.	New appeals logged	2	1.8
d.	Appeals closed	0	0.4
e.	Manpower (man-weeks)	97.8	96.7
2.	<u>Current Backlogs</u>		
a.	Initial requests - 2774		
b.	Appeals - 424		

ADMINISTRATIVE - INTERNAL USE ONLY

Page Denied

Next 1 Page(s) In Document Denied

ADMINISTRATIVE - INTERNAL USE ONLY

STAT

IPD/ [] slh 7 February 1980 Distribution:

Orig. & 2 Addressee

- 1 - DCI
- 1 - DDCI
- 1 - D/NFAC
- 1 - DDO
- 1 - DDS&T
- 1 - D/PA
- 1 - Comptroller
- 1 - IG
- 1 - OGC
- 1 - OLC
- 1 - OP
- 1 - OL
- 1 - C/IMS []
- 1 - DDO/IRO
- 25 - DDO/IMS []
- 1 - IRG/OS
- 1 - NFAC/FIO
- 1 - C/ISS
- 1 - IC Staff/FIO
- 1 - IPD Subject
- 1 - IPD Chrono
- 1 - IPD Reading Board

STAT

STAT

ADMINISTRATIVE - INTERNAL USE ONLY